Data Request Reject Reasons

The Pell Processor rejects data request records for the following reasons:

Field/Position	Reject Reason
Attending Pell ID: Field Positions 1 to 6	If the attending Pell ID is invalid.
Data Request Type: Field Position 7 to 7	Must be M, S, or Y.
Output Media Type: Field Position 8 to 8	If entered must be valid.
Multiple Reporting Request Code 1: Field Position 35 to 35	Must be O or D if the Data Request Type is M.
Multiple Reporting Request Code 2: Field Position 36 to 36	Must be A, S or I if the Data Request Type is M.
MRR Student ID: Field Positions 37 to 47	Must be valid if the Multiple Reporting Request Code 2 is S. Must have been originated at the requesting institution.
MRR Institution Pell ID: Field Positions 48 to 53	Must be valid if the Multiple Reporting Request Code 2 is I.

Note: Batch edits and reject codes for the Origination, Disbursement and Data Request Records are located in Appendix D.

Creating a Disbursement Record and Receiving Acknowledgement

What's included:

- Disbursement Record Description
- Disbursement Acknowledgement Record Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A "blank" listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

Disbursement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	*This field is required.* Format = 999999999XX200 399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL-ID = 999999 Orig Sequence Number = 00	*Identifier* *If Origination ID matches on Pell Database, then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.*
24	36	13	A/N	~~Institution~~ *Disbursement* Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code	Action code	Will always be blank	*No editing*

Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
38	39	2	N	Disbursement Reference Number	Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	*This field is required.* Must be numeric: 01 to ~~99~~ *65*	*Identifier 66-99 are Reserved for Pell system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.*
40	40	1	A	~~Indicator Sign~~ *Sign Indicator*	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	*This field is required.* P = positive N = negative	*If first accepted disbursement, then must equal "P".*
41	47	7	~~N~~ *7N*	Disbursement Amount	Amount of disbursement for student	*This field is required.* Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	

Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	*This field is required.* CCYYMMDD = Range = 20020621 to 20080930	Process Date must be within N days prior of disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	*If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.*
64	100	37	~~A~~ *A/N*	Unused	Reserved for future expansion	Constant spaces	
		100		**Total Record Length**			

An adjustment to a disbursement record is supplied in this same format.

Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify ~~the~~ *an* origination. ~~for which the disbursement is to be applied against.~~	*This field is required.* Format = 999999999XX20039 9999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	*Identifier* *If Origination ID matches on Pell database, then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.*
24	36	13	A/N	~~Institution~~ ***Disbursement*** Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code/Status	Code to indicate processing status of disbursement.	Valid Codes: A = Accepted disbursement amount C = Corrected disbursement amount D = Duplicate disbursement reference number of an accepted record at the Pell Processor E = Rejected - record was rejected	*If a duplicate disbursement reference number is submitted then the record will not be processed by Pell.*

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
38	39	2	N	Disbursement Reference Number	Unique number of the disbursement *66-99* ~~01-65.~~ The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	Must be numeric: 01 to 99	*Identifier* *66-99 are Reserved for Pell system generated disbursement.*
40	40	1	A	Accepted ~~Indicator Sign~~ *Sign Indicator*	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	*If the disbursement amount is invalid on the input record it will be returned as all zeros on the rejected record.*

Disbursement Acknowledgement Record (Continued)

Field Positions First	Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
48	55	8	N	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20020621 to 20080630	
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	*If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.*
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	
101	107	7	N	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	*If the record is rejected this amount will be 0.*

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
108	182	75	N	Edit/Comment Codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgement record. If less than 25 comments, zero filled.	Twenty-five edit/reject codes of: 000 to 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position YYY-YYY: 25th code	

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	**Last**						
183	192	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 to 1111111111 Values: 0 = indicates not set 1 = indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th through 10th - Reserved for future use	
193	200	8	~~A~~ *A/N*	Unused	Reserved for future expansion	Constant spaces	
		200		**Total Record Length**			

If record has been rejected, Action Code = E, reported data is returned on the record.

Receiving and Processing Electronic Statement Of Accounts (ESOAs)

What's included:
ESOA Record Description - Summary
ESOA Record – Detail

Categories for the record layouts are as follows:

- **Start** – First position of the field.

- **End** – Last position of the field.

- **Length** – Sum of the positions assigned to a field.

- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.

- **Field Name** – General term that acknowledges the field.

- **Description** – Explanation that gives clear purpose of the use of the field.

- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A "blank" listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.

- **Processing Notes/Edits** – Comments related to the process that merit attention.

Electronic Statement Of Account Record – Summary

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status	
2	7	6	N	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are Blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces	

Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to *uniquely* identify a unique funding for an institution. *school accounts in the ED Office of Chief Financial Officer's Grant and Administrative Payments System (GAPS).* Comprised of the following fields = PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Sequence Number	Valid GAPS Award number. Format = P063P CCYYXXXX Where "P" = constant for PO Indicator "063" = constant for CFDA Number "P" = constant " " 3 spaces CCYY = Beginning year of school year pair '2002'. XXXX = unique value for each funded institution	
46	50	5	N	Accounting Schedule Number	Sequence number assigned by the Pell Processor to track Accounting schedules.	Range = 00000 to 99999	
51	58	8	D	Accounting Schedule Date	Date of Current Accounting schedule.	Valid Date in CCYYMMDD format.	
59	69	11	~~A/N~~ *N*	Previous Obligation Amount	Amount of *school's* ~~institution's~~ total obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~

Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
70	80	11	~~A/N~~ *N*	Obligation Adjustment Amount	Adjustment of the obligations for this Accounting cycle.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~
81	91	11	~~A/N~~ *N*	Current Obligation Amount	Amount of institution's current obligation balance.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~
92	102	11	A/N	Previous Obligation/ Payment Amount	Amount of ***school's*** ~~institution's~~ ~~total~~ obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~

Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
103	113	11	A/N	Obligation/ Payment Adjustment	~~Total of all adjustments to payment for the GAPS Award Number.~~ ***Change in the obligation amount for this Accounting cycle.***	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~
114	124	11	A/N	Current Obligation/ Payment ~~Amount~~	~~Amount of institution's current payment balance.~~ ***Amount of the school's current obligation balance.***	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	Will always equal zero for ~~institutions~~ *schools* with obligate/pay accounts for the entire school year.~~that are obligate-only accounts for the whole year.~~
125	131	7	N	YTD Total Unduplicated Recipients	Year-to-Date number of unduplicated recipients for institution.	Range = 000000000 to 999999999 or Blank	
132	142	11	N	YTD Accepted Disbursement Amount	YTD Total of disbursements accepted by the Pell Processor.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	

Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
143	153	11	N	YTD Posted Disbursement Amount	YTD Total of disbursements sent to and acknowledged by GAPS.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	
154	164	11	N	YTD Administrative Cost Allowance (ACA)	YTD amount of ACA paid to the institution.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	
165	177	13	N	GAPS Draw-down/Payment	*Net drawdowns/payments as posted in GAPS, ie: the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns.* ~~The sum of DD instigated by the school, Direct payments for Obligation/Payment accounts less Returns and Refunds.~~	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. 0000000000000 to 9999999999999 or Blank	

Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
178	185	8	D	Date of Last Activity in GAPS	The date GAPS last posted a transaction for the GAPS Award number.	Valid date in CCYYMMDD format.	
186	200	15	A	Unused	Reserved for future expansion	Constant spaces	
		200		**Total Record Length**			

Electronic Statement Of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "D" = Detailed institution activity	
2	7	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces	

Electronic Statement Of Account Record – Detail   (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to ***uniquely*** identify ***school accounts in the ED Office of Chief Financial Officer's Grant and AdministrativePay ments System (GAPS).*** ~~a unique funding for an institution.~~ Comprised of the following fields = ***Program Office*** ~~PO~~ Indicator ***Catalog of Federal Domestic Assistnace (CFDA) Number*** ~~CFDA Number~~ CFDA Subprogram Id --GAPS Award year ~~Subprogram Fiscal Year~~-- --Sequence number	Valid GAPS Award number. Format = P063***SP*** ~~SP~~ CCYYXXXX Where "P" = constant for ***SFA*** ~~PO Indicator~~ "063" = constant for ~~CFDA Number~~ ***Federal Pell Grants*** ***"S " CFDA subprogram constant followed by 3 spaces:*** 'P/J/Q/R' constant for CFDA Subprogram ID P = ~~Advance funded~~ (Obligate only ***accounts***) J = Just in Time (Obligate/Pay) R = Reimbursement (Obligate/Pay) Q = ACA (Obligate/Pay) " " = 3 spaces CCYY = Beginning year of school year pair '2002' for ***2002-2003*** XXXX = unique value for each funded institution	

Electronic Statement Of Account Record – Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
46	53	8	D	Transaction Date	Effective date of accounting transaction sent to GAPS.	Valid Date in CCYYMMDD format.	
54	54	1	A	Sign Indicator	Indicates whether the Adjustment Amount is an increase or a decrease	P = positive (Increase) N = negative (Decrease)	
55	65	11	~~A/N~~ *N*	Adjustment Amount	Amount of ~~institution's adjustment batch.~~ *individual adjustment.*	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	
66	73	8	D	GAPS Process Date	The date GAPS processed the adjustment. ~~batch.~~	Valid date in CCYYMMDD format.	

Electronic Statement Of Account Record – Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
74	99	26	A/N	Adjustment Batch ID	Batch ID which generated the adjustment.	Format = CCYYXX999999CCYYMMDDHHMMSS where: XX = #D = Disbursements, *#G: System generated; #A Statement of Account; #W: Disbursements from the Web.* CCYY = End year of school year pair = '2003' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
100	200	101	A	Unused	Reserved for future expansion	Constant spaces	
		200		**Total Record Length**			

Electronic Statement of Account Print Format and Specifications

Description

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date. This section provides a sample as specified in EDExpress software.

Output Specifications (Layout and Printing Instructions)

The ESOA report contains:

- Header - see Sample Output Document for correct header information

- Summary Information – see the following ESOA Print (Summary Information) table

- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

Electronic Statement of Account (ESOA)

ESOA Print (Summary Information)

This table of print specifications is used in EDExpress software and is provided as an example.

Row	Field Name in EDExpress	Printing Instructions
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
4	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
6	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7		Print a blank row.
8	Accounting Schedule	Print the value for this field as defined on the Pell ESOA database table for the specified school
9	Accounting Schedule Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	A. Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.

ESOA Print (Summary Information) (Continued)

Row	Field Name in EDExpress	Printing Instructions
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	B. Previous Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
16	Current Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD GAPS Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.

ESOA Print (Summary Information) (Continued)

Row	Field Name in EDExpress	Printing Instructions
25	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school Reformat dollar amount.
26		Print a blank row.
27	As of Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for batch # is : XXCCYY123456CCYYMMDDHHMMSS
28		Print a blank row.
29		Print a blank row.
30	Section A values apply to "Obligate only" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts
31	Section B values apply to "Obligate/Pay" accounts.	Print Section B Notation as stated below: Section B values apply to "Obligate/Pay" accounts

ESOA Detail Information

Row	Column	Field Name in EDExpress	Printing Instructions
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Adjust Report Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4	4, Line 1	Adjust Batch #	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.
5	4, Line 2	Adjust Description	Print the literal value for this field as defined on the Pell ESOA detail database table for the specified institution.

Sample Output Document

SUMMARY INFORMATION

```
Report Date:  MM/DD/CCYY    U.S. DEPARTMENT OF EDUCATION
                     STUDENT FINANCIAL ASSISTANCE PROGRAMS
Report Time:  HH:MM:SS
                          2002-2003 Award Year
                       FEDERAL PELL GRANT PROGRAM
                      ELECTRONIC STATEMENT OF ACCOUNT
************************************************************************


PELL SCHOOL NUMBER                                           999999
SCHOOL NAME                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE                                                            XX
GRANTEE DUNS NUMBER                                    XXXXXXXXXXX
GAPS AWARD NUMBER                                   XXXXXXXXXXXXXXX

     Accounting Schedule                                    999
     Accounting Schedule Date                          MM/DD/CCYY

     A.  Previous Pell Grant Obligation              $999,999,999.99
         Current Pell Grant Obligation               $999,999,999.99
         Adjustment (Increase + or Decrease -)       $099,999,999.99*

     B.  Previous Pell Grant Obligation/Payment      $999,999,999.99
         Current Pell Grant Obligation/Payment       $999,999,999.99
                                                 Adjustment (Increase +
or Decrease -)                                       $099,999,999.99*
     GAPS Drawdowns/Payments                         $999,999,999.99
     Date of Last Activity in GAPS                      MM/DD/CCYY

     YTD Total Unduplicated Recipients                      999,999
     YTD Pell Accepted Disbursement Amount         $999,999,999.99
     YTD GAPS Posted Disbursement Amount           $999,999,999.99
     YTD Administrative Cost Allowance             $999,999,999.99

     As of Batch ID                    XXCCYY12345619990101123000


SECTION A VALUES APPLY TO "OBLIGATE ONLY".
SECTION B VALUES APPLY TO "OBLIGATE/PAY ACCOUNTS".
```

DETAILED INFORMATION (PAGE 2)

Electronic Statement of Account Page: 2

ESOA DETAIL BATCH INFORMATION

ADJUST REPORT DATE	ADJUST AMOUNT	ADJUST PROCESS DATE	ADJUST BATCH # ADJUST DESCRIPTION
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX
MM/DD/CCYY	$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXX

Electronic Data Requests

What's included:

- Data Requests: Multiple Reporting, Reconciliation, SOA, YTD
- Multiple Reporting Record Description
- Reconciliation File Description
- Year-to-Date Record (Origination) Description
- Year-to-Date Record (Disbursement) Description
- Year-to-Date Record (Summary) Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A "blank" listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus ~~on~~	***This field is required***. Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	***This field is required***. M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File	***Cannot be blank for requests from the WEB.***
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	This field is required *for type M requests.* O = Send origination information D = Send disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	This field is required *for type M requests.* A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Must be non-blank MRR Code 2 equals S.
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX20039 9999900 Where: SSN = 001010001 to 999999 999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	*If Request Type is Y and the Origination ID is nonblank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid the request will be rejected.*
77	85	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number *or blank*	*This field will only be populated for student specific Data Requests.*
86	93	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	*This field will only be populated for student specific Data Requests.*

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
94	109	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	*This field will only be populated for student specific Data Requests.*
110	121	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	*This field will only be populated for student specific Data Requests.*
122	122	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	*This field will only be populated for student specific Data Requests.*
123	125	3	~~A~~ *A/N*	Unused	Reserved for future expansion	Constant spaces	
		125		**Total Record Length**			

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic file	
9	34	26	A	Unused	Reserved for Future Expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send Origination information D = Send Disbursement information	

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	
37	47	11	A	*MR* Student ID	The Student SSN and Name code for which a MR*R* is requested. Only required if MR*R* Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MR*R* listings are requested. Only required if the MR*R* Code 2 equals I.	Blank or Valid Pell-ID	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX200399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	*If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected.*
77	77	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 – 199 Position XX-XX:1st comment code Position XX-XX: 2nd comment code... Position XX-XXX: 7th comment code	

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
99	107	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or **Blank.**	*This field will only be populated for student specific Data Requests.*
108	115	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	*This field will only be populated for student specific Data Requests.*
116	131	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	*This field will only be populated for student specific Data Requests.*
132	143	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	*This field will only be populated for student specific Data Requests.*
144	144	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	*This field will only be populated for student specific Data Requests.*
145	150	6	A/N	Unused	Reserved for future expansion	Constant spaces	
		150		**Total Record Length**			

Multiple Reporting Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	2	2	A	Record Type	Code that indicates the reason the institution is receiving the record.	RO = Originated Institution RD = Disbursed Institution RN = None found CE = Concurrent Enrollment Institution PB = Blocked Institution PR = Blocker Institution PU = Unblocked Institution BC = Blocked and Concurrent Enrollment RC = Blocker and Concurrent Enrollment	
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period);' ' (apostrophe); - (dash) Blank (no last name).	
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.	May include blanks and special characters.	
251	260	10	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 0000000 to AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
335	336	2	N	Transaction Number	*CPS-assigned* Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range = 00000 to EFC MAXIMUM	
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range = 20020101 to 20030630	
350	357	8	D	Origination Create Date	Date the origination was created in the Pell Processor database.	CCYYMMDD Range = 20020401 to 20080930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range = 0000000 to AWARD AMOUNT MAX	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
365	372	8	D	Last Activity Date	Date of the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of next estimated disbursement date.	Blank or CCYYMMDD Range = 20020101 to 20080930	
381	385	5	N	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format = 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify.	Format = 0000000000 Where: Each digit signifies a different situation 1st = Shared SAR ID 2nd = Verification W Status 3rd = Concurrent Enrollment 4th = POP 5th through 10th = Reserved for future use .	
396	411	16	A/N	Student's Last Name	The last name of the student *for this CPS transaction number.*	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student *for this CPS transaction number.*	A to Z, 0 to 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student *for this CPS transaction number.*	A to Z or blank	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
425	432	8	D	Student's Date of Birth	The date of birth of the student *for this CPS transaction number.*	Format = CCYYMMDD	
433	441	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
442	450	9	A	Unused	Reserved for future expansion	Constant spaces	
		450		**Total Record Length**			

Reconciliation File

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	16	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	
30	52	23	A	Origination ID	The Origination ID of the student. *For which a Year-to-Date is Requested.*	Format = 999999999XX200399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	*If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected.*
53	61	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS	Valid Social Security Number or BLANK if not matched	
62	67	6	N	Reported Campus Pell-ID	Pell-ID of the reporting campus	Valid Pell-ID	

Reconciliation File (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
68	69	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
70	74	5		Expected Family Contribution (EFC)	The EFC *supplied on the origination record.* that corresponds to the transaction number.	Range 00000 to EFC MAX	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 00000 to AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the accepted Disbursement amounts for the student.	0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents.	If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0.
94	94	1	A	Verification Status	The verification status supplied on the origination record.	V: Verified W: Without Documentation Or Blank	Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after.
95	95	1	A	POP Flag	Flag set in origination record when a student is in a POP situation.	Y or blank	
96	100	5	A	Unused	Reserved for future expansion	Constant spaces	
		100		**Total Record Length**			

Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	
2	24	23	A/N	Origination ID	Unique number used to identify an origination	Format = 999999999XX200399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Pell- ID = 999999 Orig Sequence Number = 00	*Identifier* *If Origination ID matches on Pell database, then Compare all fields. If all the fields match, then the record is returned as a duplicate; otherwise it is a change. If the Origination ID does not match then the Origination is new.*
25	33	9	N	Original SSN	Student's SSN from original FAFSA	001010001 to 999999999	*Identifier*
34	35	2	A	Original Name Code	Student's name code from original FAFSA *for this school year.*	Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK = no last name	*Identifier*
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	*No editing.*
60	60	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected	*Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch.*
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT	*Cannot exceed Total Payment Ceiling for student – award validation performed.*
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20020621 – 20080930	
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination) (Continued)

Field Positions First	Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20020101 to 20030630	
197	197	1	A/N	Accepted Low Tuition and Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Valid Values: 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK= low tuition doesn't apply	
198	198	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation Or Blank	Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
199	199	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer. incarcerated	
200	201	2	N	Accepted Transaction Number	*CPS-assigned* Transaction number from eligible SAR used to calculate the *student's* award	Must be numeric: 01 to 99	*Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.*
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range = 00000 to EFC MAXIMUM	*Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.*

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
208	208	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	*This field is required.* 1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u> 2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours 3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours 4=Insitition uses standard <u>trimesters</u> and measures academic progress by credit hours 5=Insitution measures academic progress by <u>clock hours</u> 6=Institution does not use terms, but does measure academic progress by <u>credit hours</u>	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations. *If Academic calendar invalid or BLANK, then correct to (in the order shown): --Academic calendar already accepted for this student, if any; --Academic calendar on file for Attended Campus, if any; --Academic calendar on file for Reporting Campus, if any; --Clock hour (5) if Payment Methodology=4; --Semester (3)*

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
209	209	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	*This field is required.* Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. ***If Payment Methodolgy invalid or BLANK, then correct to:*** *--1 Academic calendars 2, 3, 4;* *--3 Academic calendar 1;* *--4 Academic calendars 5, 6*

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to 9999999.	
217	217	1	A	Accepted Enrollment Status	The student's enrollment status at the time you create or update the student record.	Leave BLANK only if Payment Methodology is 4. Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than ½-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix. ***If Enrollment status invalid or BLANK, then correct to:*** ***--BLANK if Payment Metholodgy is 4*** ***--3 (half-time) if Payment Methodology is 5*** ***--1 (full-time) for Payment Methodologies 1, 2, 3***

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
218	219	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodology 2: 00-29. Range for Payment Methodology 3, 4, 5: 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix. ***If invalid, out of range, or greater than Weeks of instructional time in program's definition of academic year, then correct (in the order shown): --Weeks of instructional time used to calculate payment previously accepted for student; --Weeks of instructional time in program's definition of academic year --BLANK if supplied and not needed for Payment Methodology.***

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
220	221	2	A	Accepted Weeks of inst. time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	*Used in award amount validation.* *If invalid or BLANK, correct to (in order shown):* *--Weeks of instructional time in program's definition of academic year previously accepted for student, if any;* *--Weeks of instructional time in program's definition of academic year on file for Attended campus, if any;* *--Weeks of instructional time in program's definition of academic year on file for Reporting campus, if any;* *--30 (Payment Methodologies 2, 3, 4, 5)* *--BLANK if supplied and not needed for Payment Methodology.*

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
222	225	4	A	Accepted Cr/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. *If invalid, out of range, or greater than Credit/Clock hours in the academic year for this student's program of study, then correct to (in the order shown):* *--Credit/Clock hours in award year previously accepted for student;* *--Credit/Clock hours in the academic year for this student's program of study;* *--Blank if supplied and not needed for Payment Methodology.*

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
226	229	4	A	Accepted Cr/Clock Hours in this student's Program of Study's Academic Year	Total number of credit or clock hours in the school's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid or BLANK, then correct to (in the order shown): --Credit/Clock hours in the academic year for this student's program of study, if any; --Credit/Clock hours in the academic year on file for Attended campus, if any; --Credit/Clock hours in the academic year on file for Reporting campus, if any; --0900 if Academic calendar=5; 0024 if Academic calendar=6; --BLANK if supplied and not needed for Payment Methodology.
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing
233	251	19	A	Unused	Reserved for expansion	Constant spaces	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to Maximum Award Amount	
257	272	16	A	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
273	284	12	A	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
285	285	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
286	294	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
295	302	8	D	Student Date of Birth	Date of birth of the student.	Valid date of birth = CCYYMMDD	

Year-to-Date Record (Origination) (Continued)

Field Positions First	Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of processed disbursements by the Pell Processor	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	
311	336	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch ID is specified.	Format = CCYYXX999999 CCYYMMDDHHMMSS where: XX = batch type code (alpha) CCYY = last year in cycle = '2003' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format = CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	
2	24	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format = 999999999XX200 3999999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid PELL ID = 999999 Orig Sequence Number = 00	Identifier *If Origination ID matches on Pell Database, then Compare all fields. If all the files match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.*
25	37	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action to be taken	A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
39	40	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 to ~~99~~ *65*	Identifier = 66 to 99 are Reserved for the Pell Processor system generated disbursements

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 00000 to Maximum for Award Year	
48	48	1	A	Accepted Indicator Sign	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20020621 to 20080930	Process Date must be within N days prior of disbursement date.
57	57	1	N	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20020101 to 20030630 or BLANK	Field is required when an institution is ineligible.
66	103	38	A	Unused	Reserved for future expansion	Constant spaces	

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
104	129	26	A/N	Disbursement Batch ID	Number generated by the institution to identify the batch of disbursement records.	Format = #DCCYY999999CCYYMMDDHHMMSS where: CCYY = last year in cycle = '2003' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	
130	350	221	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Year-to-Date Record (Summary)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	
2	8	7	N	Total Unduplicated Recipients	Provided by the Pell Processor. Year-to-Date number of unduplicated recipients for institution.	Range = 0000000 to 9999999	
9	15	7	N	Total Originations	Provided by the Pell Processor. Year -to-Date number of originations received for the institution.	Range = 0000000 to 9999999	
16	22	7	N	Originations Accepted	Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.	Range = 0000000 to 9999999	
23	29	7	N	Originations Corrected	Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution.	Range = 0000000 to 9999999	
30	36	7	N	Originations Rejected	Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.	Range = 0000000 to 9999999	
37	43	7	N	Total Disbursements	Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.	Range = 0000000 to 9999999	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
44	50	7	N	Disbursements Accepted	Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.	Range = 0000000 to 9999999	
51	57	7	N	Disbursements Corrected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.	Range = 0000000 to 9999999	
58	64	7	N	Disbursements Rejected	Provided by the Pell Processor. Year-to-Date number of Disbursements and rejected for the institution.	Range = 0000000 to 9999999	
65	67	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
78	84	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
95	97	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
98	104	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
105	107	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
118	124	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
135	137	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
138	144	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
148	154	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
158	164	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			